

The Solon Public Library Board

Meeting Minutes

October 25, 2021

Call to Order

The regular meeting of the Solon Public Library Board was called to order by *Sutton* at 7:05 p.m.

Present

Sandy Lawrence, Jackie Nemecek, March Sutton, Jennifer Fetzer, Laurie Neuerburg, Liz King (Library Director)

Absent

Chris Christophersen

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Citizen's Speak and Correspondence

No citizen's speak or correspondence was received by the Board.

Committee Reports

- **Building:** Furnace filters were replaced and heating was inspected for winter.
- **Finance:** Jenn shared preliminary CD rates prior to our decision on a CD up for renewal in November.
- **Johnson County Liaison:** None
- **City of Solon Liaison:** No word on the open Library Board position.
- **Evaluation committee:** None

Library Director's Report

The Library Director's Report reviewed the following: Liz attended the City Council meetings and the Friends of the Library meeting. She attended two safety training sessions for city staff by Sandy Jordan and Sandy also performed a safety walk-through of the library. This is part of preparing the Library Emergency Preparedness Plan. The Solon Library is now a size D Library according to new Census numbers. Staff presented a number of programs during the month and participated in the Community Trunk or Treat. Circulation data was shared. All Board information is now available on Google Drive.

Approval of Bills

The October 2021 bills were unanimously approved for payment as presented. Motion by Sandy, seconded by Jenn.

Review of Foundation Report

No report. The Foundation Board meeting is later this month.

Old Business

- **The Library Purchasing Policy revised and ready for approval.**
Motion for approval made by Jackie, seconded by Laurie. Motion passed unanimously.
- **Library Pandemic Response documentation**
A draft was shared with the Board. Document will be a good historical reference. It is still a work in progress and will be reviewed by the staff for further input.
- **Library emergency Preparedness Plan**
The plan is still being assembled. Sandy Jordan is working with the City and the Library to finalize these plans.
- **Feedback from Joint meeting of Board of Trustees, Friends of the Library, SPL Foundation, Monday, October 11 at 7:00pm**
Members agreed that it was a productive meeting and good information was shared. An emphasis was looking toward future plans and growth.
- **Basement Use Policy**
Motion for approval made by Jenn, seconded by Jackie. Motion passed unanimously.

New Business

- **Personnel Policy revision: update paid holidays to match City Employee Handbook revised June 2021**
Motion to approve as updated by Sandy, seconded by Jackie. Motion approved unanimously.
- **Initial budget planning for FY2023**
Preliminary budget information was presented. Budget will be further discussed at the November meeting.
- **Library Cleaning Position**
Staff has been performing cleaning duties for the past 10 weeks. Scott has reposted the position and now has several applicants. Liz has looked into temporary use of a cleaning service and the Board encouraged her to follow up with this option.
- **Continuing Education Opportunity**
Liz noted the following Board opportunity: The Key to the City: Forming Strong Relationships between Boards and Councils, Wednesday, November 17, 6:00 pm to 7:30 pm. It is a live Webinar, register in IA Learns.

Next Month's Agenda

- Review CD options for CD due the end of November
- Library Cleaning Position
- Budget FY2023

Adjournment

The meeting was adjourned at 8:45 p.m.

Next Meeting

Regular Meeting: Monday, November 29, 2021

Submitted by

Sandy Lawrence